



administration officer (13100)

Posted by Royal Citizen Immigration Services Ltd.

Posting Date : 26-Jan-2025

Closing Date : 25-Jul-2025

Location : Richmond

Salary : \$35 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6363398

Job Description:

JOB POSTING PENDING REVIEW

administration officer

Verified

Posted on ----- by **Royal Citizen Immigration Service Ltd**

Job details

Richmond, BC
V7C 3M6

On site

35.00 hourly / 30 hours per Week

Permanent employment
Full time

Day, Morning, Overtime, Shift

Starts as soon as possible

1 vacancy

Job Bank #3216755

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Responsibilities

Tasks

Establish work priorities and ensure procedures are followed and deadlines are met
Carry out administrative activities of establishment
Assemble data and prepare periodic and special reports, manuals and correspondence
Perform data entry
Resolve conflict situations
Plan and control budget and expenditures

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

By email

work@royalcitizen.ca

How-to-apply instructions

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada?
- Are you willing to relocate for this position?

Advertised until

To be determined

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: work@royalcitizen.ca

Posted on Disabled job Portal